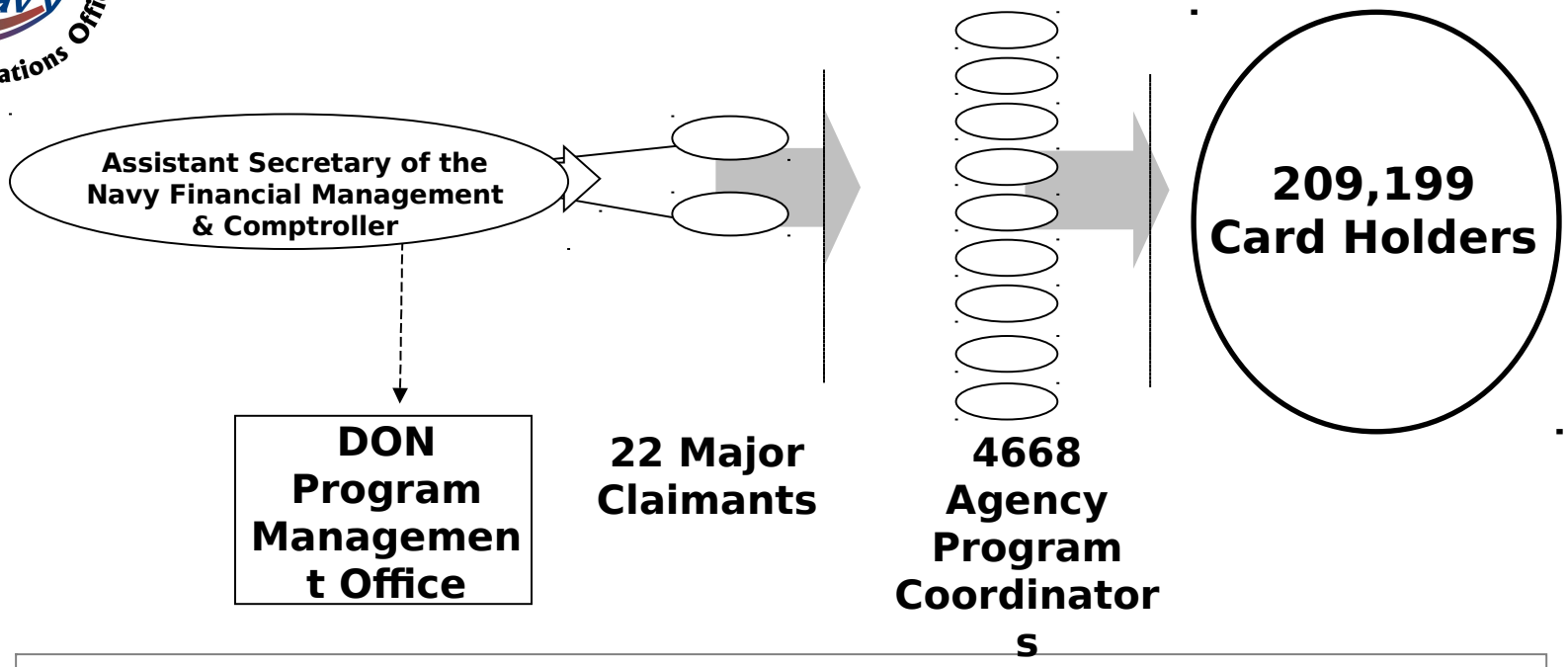
Travel Card Program Update

DoN APC Conference
Atlanta, GA
March 1-2, 2004

Agenda

- Program Structure & Key Metrics
- eBUSOPSOFF Role
- Introductions
- Changes
- Training Tools
- Initiatives
- What's New
- ASN(RD&A) Memo 10 Feb 04

Program Structure


Assistant Secretary of the Navy Financial Management & Comptroller
DON Program Management Office
22 Major Claimants
4668 Agency Program Coordinators
209,199 Card Holders

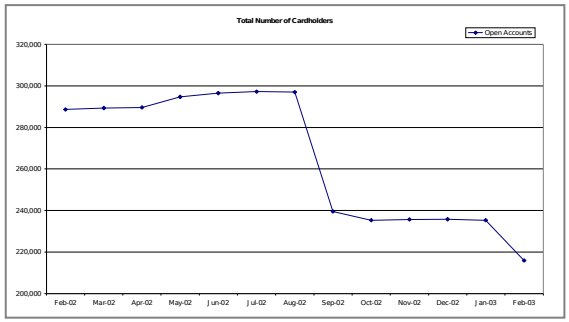
- Annual Dollar Volume: $1.0B
- Average Monthly Dollar Volume $30M
- Delinquency: 4,804 accounts/ $2.8M
- Charge Offs: 77 accounts/$63K

DON Delinquency Goal: 4% ($ >60 Days) Feb 04: 5.63%

eBUSOPSOFF Role

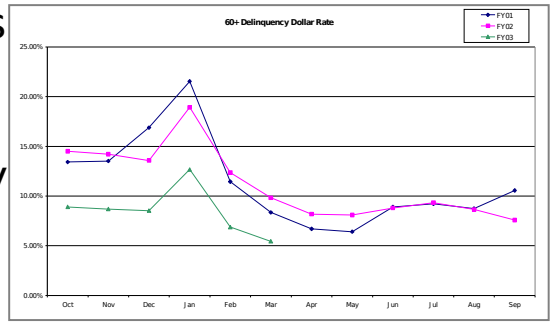
Component Program Manager

- Oversight
- Audits
- Metrics
- Bank Interface



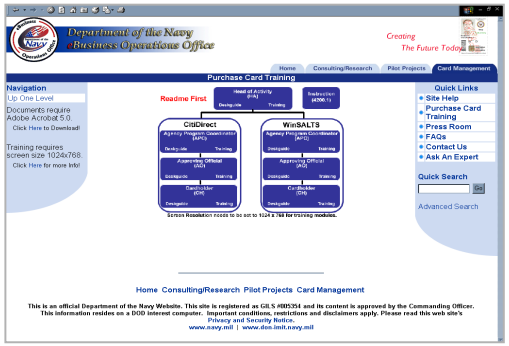
Operations (day-to-day)

- Assist APC's
- Help Desk
- Fraud & delinquency



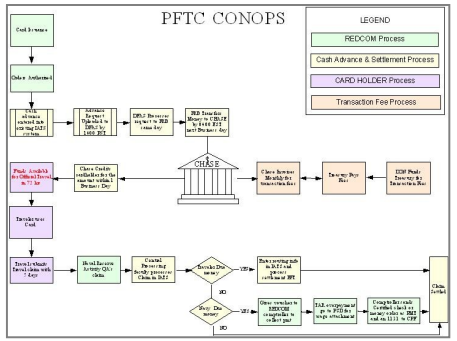
Guidance & Training (role based)

- Instruction
- Desk Guides
- Training Tools



Continuous Improvement

- Pre Funded Travel Card
- Automated review Tool



Travel Card Staff

Bonnie Paraschos	Team Lead
Barbara Hepburn	IBA Support
Beverly Kuhn	IBA & APC Conference
Jim Knox	CBA Support
Jim Knox Jr	LANTFLT Support
Ron Rodolfo	PACFLT Support

Level 3 APCs

CDR Victoria Mundt	BUMED – Bureau of Medicine & Surgery
Maggie Grant	BUPERS – Bureau of Naval Personnel
Janice Faracca	COMLANTFLT – Commander, US Atlantic Fleet
Ginny Volpe	CNI - Commander Naval Installation
SKC Brian Dingess	COMNAVRESFOR – Commander, Naval Reserve
PN1 Joe Torres	COMPACFLT – Commander, US Pacific Fleet
Elaine Blair	DIRSSP – Director, Strategic Systems Project
Peggy Henderson	FSA - Field Support Activity
Yarrinet Souffrain	COMMSC - Military Sea Lift Command
Bonnie Clark	NAVAIR - Naval Air Systems Command
YN1 Ron Lorenzo	COMNAVEUR - Commander US Naval Forces,
Robert Megill	NAVFAC - Naval Facilities Engineering Command
Donna Martin	NAVSEA - Naval Sea Systems Command
Rodd Mason	NAVSUP - Naval Supply Systems Command
Barbara Atkinson	NETC - Naval Education and Training Command
Donna Minor	NSMA - Naval Systems Management Activity
Debra Parkman	ONI - Office of Naval Intelligence
Christine Bell	ONR - Office of Naval Research
CTACS Mark	SECGRU - Naval Security Group Command
Margo Laue	SPAWAR - Space & Naval Warfare Command
Victoria Wojtkiewicz	SPECWAR – Special Warfare Command
Laura Wurzer	ASN – Office of the Undersecretary of the Navy
Perry Hampton	HQUSMC CPM

Why use the Travel Card?

Public Law 105-264

- The Travel and Transportation Reform Act of 1998 (TTRA) mandates use of the Government Travel Charge Card for federal employees on official government travel

DOD Financial Management Regulations (FMR) Volume 9 Chapter 3

- Mandatory for Frequent Travelers

Changes…

- Credit Worthiness
  - **DFAS Memo of 28 July 2003**
- Disciplinary Guidelines
  - **OSD Memo of 10 June 2003**
- Check In/Check Out Change
  - **OSD Memo of 23 June 2003**

Training Tools

Role-Based Tools

- 3 Role-Based Modules
- Readable Instruction
- APC Desk Guide
- Read Me First File
- Updated 2004

Downloadable CD

- Automated Training Statistics
- DoD Version under development

- Travel Card Periodic Notices
- VTT Announcements
- **DONeBusTraining@.navy.mil**

Communication Tools

WWW.NSCS.CNET.NAVY.MIL

- 3 Courses
- Monthly Schedules
- VTC Capability on Request

Video Tele-Training

Initiatives…

- DFAS / DoD
  - DoD IBA CBT
  - DoD Unit Card CBT
- DFAS / DoD / IG
  - MART-ARROW Application

What's New…

- New Web Site – 17 March 04
- New Communication Tool
- New Card Program

Site Search Go

HOME
> About Us
> Press Room

CARD MANAGEMENT
> Smart Card/CAC Program
> Fleet Card Program
> Purchase Card Program
> Travel Card Program

RESOURCES
> Clearinghouse
> Research Library
> News Service

PILOT PROJECTS
> What's a Pilot
> Pilot Summaries
> Submit a Pilot

HELP
> Contact Us
> FAQs
> Site Map
> Feedback

WELCOME TO THE DON *e*BUSINESS OPERATIONS OFFICE OFFICIAL WEBSITE!

We help solve your business problems by investing in pilot projects. Our pilots demonstrate business process improvements by employing enabling technologies and applying best commercial business practices.

We centralize DON card program management providing consistent oversight and guidance for improved customer-centric operations.

Quick Links
> Launch to Purchase Card Training
> Launch to Travel Card Training
> Submit a Pilot Project Proposal

CAC Afloat Issuance Statistics
19 DEC 03

CARD MANAGEMENT

> Learn about Smart Card/Common Access Cards
  > View the Issuance Plan
  > See the Issuance Metrics
  > Find Smart Card/CAC Technology Information
> View program guidance on topics such as Audits, Bank Guidance, Metrics, Policies, and Training
  > Fleet Card
  > Purchase Card
  > Travel Card

eBUSINESS RESOURCES & PILOT PROJECTS

Visit our clearinghouse for
  > News and Information
  > Best Practices
  > Emerging Technologies
Send us your pilot project ideas
View pilot project summaries

NAVY LINKS

www.navy.mil
www.doncio.navy.mil
www.navyjobs.com
www.hqmc.usmc.mil

Applying eBusiness Solutions throughout the Navy and Marine Corps

This is an Official U.S. Navy Web Site
Government Information Locator
Service (GILS) #47015

To report problems, please contact the NAVSISA
Consolidated Legacy HelpDesk toll-free at:
1-866-562-3121 or DSN 430-7602.

Privacy and Security Notice

Last Updated: 17 DEC 03

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Quick Links

Cards

> Smart Card/CAC Program
> Fleet Card Program
> Purchase Card Program
> Travel Card Program

Training

> Launch to Purchase Card Training
> Launch to Travel Card Training

Pilots

> Submit a Pilot Project Proposal

What's New?

CAC Afloat Issuance Statistics
19 DEC 03

Travel Card Program

Contact Travel Card

Overview | Audits | Bank Guidance | Metrics | **Policies** | Training | Centrally Billed Accounts

Instruction

Travel Card Instruction
eBusiness Operations Office Instruction 4650.1A

Desk Guides

Agency Program Coordinator (APC)

Meeting Minutes

To access Level 3 Agency Program Coordinator monthly meeting minutes, select a link for documents by calendar year.

2004 2003 2002

Naval Messages

Select a link for documents by fiscal year:

FY04 FY03 FY02 FY01

Travel Card Periodic Notices (TCPNs)

Select a link for documents by fiscal year:

FY04 FY03

Program Updates

Select a link for documents by calendar year.

2004 2003 2002 2001

Links

DFAS myPay
Defense Travel System (DTS) Home Page
FMO - Office of Financial Operations
FMR - Financial Management Regulation
GSA Home Page
OPNAV and SECNAV Instructions

Site Search Go

> Contact Us
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DON Travel Card Training

Download

Download & Use Instructions

Commanding Officer / Supervisor (CO/SUPVR)
Agency Program Coordinator (APC)
Cardholder (CH)

Request help on downloads or training.

Documentation

APC Roles and Responsibilities
DON Cardholder Do and Don't Brochure
GSA Cardholder Do and Don't Brochure
Travel Card VTT Training JAN 04 Announcement
Video Teletraining (VTT) Information

Conference Presentations

2002 APC - San Diego, CA
2003 APC - Philadelphia, PA
2003 GSA - San Antonio, TX

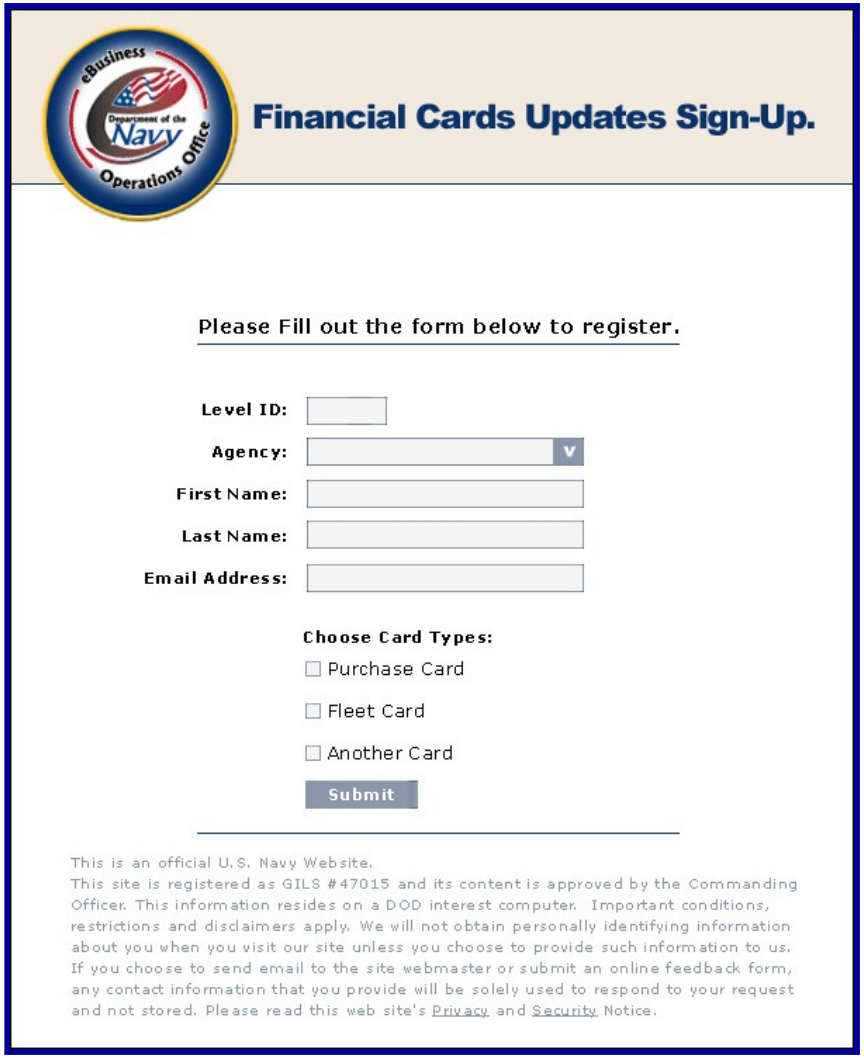
File size is up to 20 megabytes and will take time to download.

Links

GSA - Travel Card Web Based Training
Navy Knowledge Online
VTT - Navy Learning Network
Overview and site locations
VTT - Travel Card Training
Reserve quotas, view course schedules & descriptions via Naval Supply Corps School (NSCS)

Enhanced Communications

- Pushed Directly to APC
- Subscription Based
- Program Specific
- Future Applications


Financial Cards Updates Sign-Up.
Please Fill out the form below to register.
Level ID:
Agency:
First Name:
Last Name:
Email Address:
Choose Card Types:
Purchase Card
Fleet Card
Another Card
Submit
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TCPN (sample)

Travel Card Program News

e-Mail This to a Colleague

TCPN #FY04-06: EAGLS Outage Feb 13 -17th 2004

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE

WIDEST DISSEMINATION TO GTCC PROGRAM PARTICIPANTS IN YOUR HIERARCHY.

The following message was sent by Bank of America (BOA) in a "NewsBlast"... in reference to an EAGLS Outage affecting the management of the government charge cards program, please provide to all level APCs so they may be aware of potential problems....

Extended EAGLS Outage Weekend of February 13

In the continuing effort to provide our clients with quality products, we will be performing scheduled maintenance to EAGLS (Electronic Accounting Government Ledger System) for an extended period.

EAGLS will be unavailable from 9:00 p.m. Eastern Time on Friday, February 13th until 6 a.m. Eastern Time on Tuesday, February 17th.

During this time we will be upgrading the hardware and software of EAGLS. Users of recurring raw data reports will need to reschedule them after the upgrade on Tuesday, February 17th.

We apologize for any inconvenience this outage may cause. BOA

For any questions/problems, please send e-mail to: Travel_Card@navsup.navy.mil.

DoN eBusiness Operations Office
5450 Carlisle Pike, P.O. Box 2050
Mechanicsburg, PA 17055-0791

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Travel Card Link

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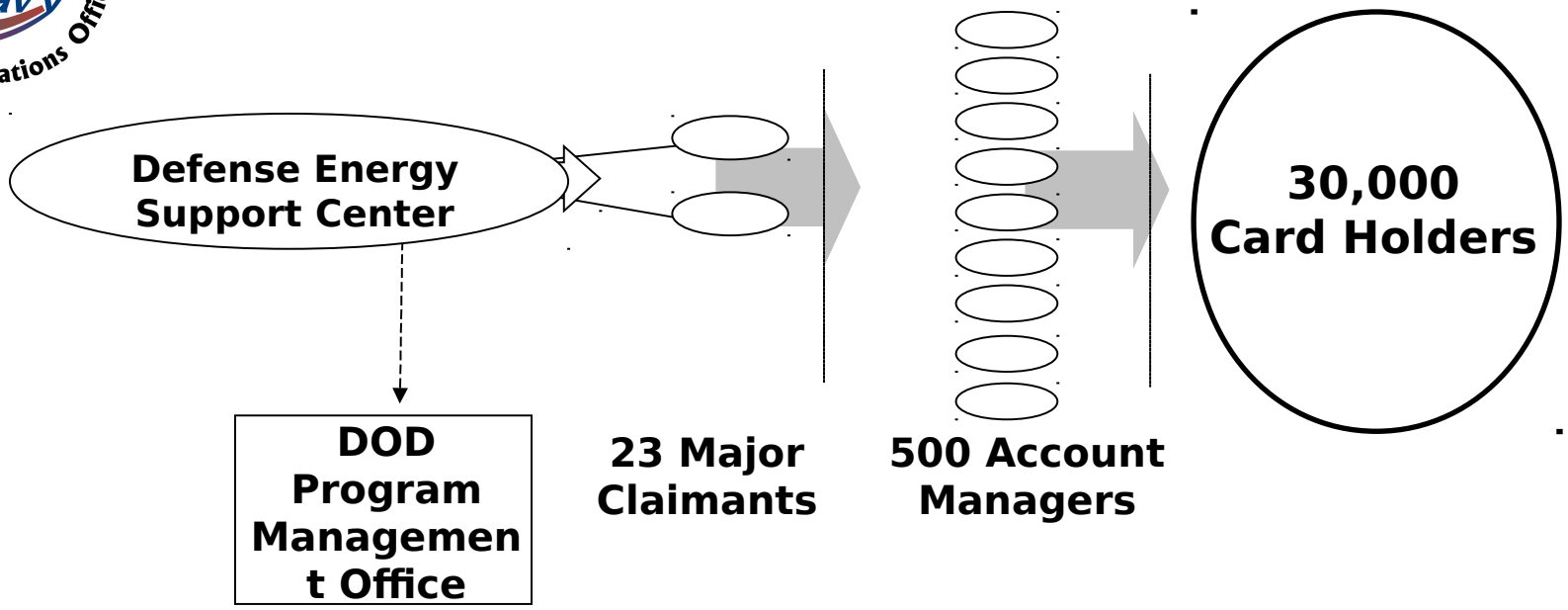
Fleet Card Program



- Annual Dollar Volume: $7M ($6.5M fuel)
- Average Monthly Dollar Volume $600K
- Delinquency: 40 accounts/$22K

Fuel & Maintenance for DoD Owned/Leased Vehicles

ASN(RD&A) Memo 10 Feb 04

"…I want to make crystal clear my position that the improper use of either the Government purchase or travel card is not to be tolerated. People who knowingly violate the rules for improper use are wasting the taxpayers' money and none of us should tolerate this…There are no acceptable excuses."

ASN(RD&A) Memo 10 Feb 04

"The vast majority of our people are able to perform their jobs while adhering to Department policy for the proper use of these cards. We cannot tolerate the few who will not or cannot do so. This continues to have the personal interest of Secretary Rumsfeld and Secretary England."

John J. Young